

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
2. DATE SUBMITTED <input type="text"/>		4. a. Federal Identifier <input type="text"/>	
Applicant Identifier <input type="text"/>		b. Agency Routing Identifier <input type="text"/>	
		c. Previous Grants.gov Tracking ID <input type="text"/>	
5. APPLICANT INFORMATION Legal Name: <input type="text" value="The Oceanography Society"/> Department: <input type="text"/> Division: <input type="text"/> Street1: <input type="text" value="1 Research Court"/> Street2: <input type="text" value="Suite 450-117"/> City: <input type="text" value="Rockville"/> County / Parish: <input type="text"/> State: <input type="text" value="MD: Maryland"/> Province: <input type="text"/> Country: <input type="text" value="USA: UNITED STATES"/> ZIP / Postal Code: <input type="text" value="20850-6252"/> UEI: <input type="text" value="GAEMCP239DV9"/> Person to be contacted on matters involving this application Prefix: <input type="text"/> First Name: <input type="text" value="Jennifer"/> Middle Name: <input type="text"/> Last Name: <input type="text" value="Ramauri"/> Suffix: <input type="text"/> Position/Title: <input type="text" value="Executive Director"/> Street1: <input type="text" value="1 Research Court"/> Street2: <input type="text" value="Suite 450-117"/> City: <input type="text" value="Rockville"/> County / Parish: <input type="text"/> State: <input type="text" value="MD: Maryland"/> Province: <input type="text"/> Country: <input type="text" value="USA: UNITED STATES"/> ZIP / Postal Code: <input type="text" value="20850-6252"/> Phone Number: <input type="text" value="301/251-7708"/> Fax Number: <input type="text"/> Email: <input type="text" value="jenny@tos.org"/>			
6. EMPLOYER IDENTIFICATION (EIN) or (TIN): <input type="text" value="52-1563085"/>			
7. TYPE OF APPLICANT: <input type="text" value="M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)"/> Other (Specify): <input type="text"/> Small Business Organization Type <input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged			
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, mark appropriate box(es). <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify): <input type="text"/>	
Is this application being submitted to other agencies? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> What other Agencies? <input type="text" value="NSF, NASA"/>			
9. NAME OF FEDERAL AGENCY: <input type="text" value="Office of Naval Research"/>		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text" value="12.300"/> TITLE: <input type="text" value="Basic and Applied Scientific Research"/>	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <input type="text" value="Special Issue of Oceanography: Building Diversity, Equity and Inclusion in the Ocean Sciences"/>			
12. PROPOSED PROJECT: Start Date <input type="text" value="07/15/2022"/> Ending Date <input type="text" value="09/30/2023"/>		13. CONGRESSIONAL DISTRICT OF APPLICANT <input type="text" value="08"/>	

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: First Name: Middle Name:
 Last Name: Suffix:
 Position/Title:
 Organization Name:
 Department:
 Division:
 Street1:
 Street2:
 City: County / Parish:
 State: Province:
 Country: ZIP / Postal Code:
 Phone Number: Fax Number:
 Email:

15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested	<input type="text" value="24,995.00"/>
b. Total Non-Federal Funds	<input type="text" value="0.00"/>
c. Total Federal & Non-Federal Funds	<input type="text" value="24,995.00"/>
d. Estimated Program Income	<input type="text" value="0.00"/>

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

b. NO ☒ PROGRAM IS NOT COVERED BY E.O. 12372; OR
☐ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ I agree

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

19. Authorized Representative

Prefix: First Name: Middle Name:
 Last Name: Suffix:
 Position/Title:
 Organization:
 Department:
 Division:
 Street1:
 Street2:
 City: County / Parish:
 State: Province:
 Country: ZIP / Postal Code:
 Phone Number: Fax Number:
 Email:

Signature of Authorized Representative

Date Signed

Ruth Sobel

06/30/2022

20. Pre-application

21. Cover Letter Attachment

RESEARCH & RELATED Other Project Information

OMB Number: 4040-0001
Expiration Date: 12/31/2022

1. Are Human Subjects Involved? ☐ Yes ☒ No

1.a. If YES to Human Subjects

Is the Project Exempt from Federal regulations? ☐ Yes ☐ No

If yes, check appropriate exemption number. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

If no, is the IRB review Pending? ☐ Yes ☐ No

IRB Approval Date:

Human Subject Assurance Number:

2. Are Vertebrate Animals Used? ☐ Yes ☒ No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? ☐ Yes ☐ No

IACUC Approval Date:

Animal Welfare Assurance Number:

3. Is proprietary/privileged information included in the application? ☐ Yes ☒ No

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? ☐ Yes ☒ No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? ☐ Yes ☐ No

4.d. If yes, please explain:

5. Is the research performance site designated, or eligible to be designated, as a historic place? ☐ Yes ☒ No

5.a. If yes, please explain:

6. Does this project involve activities outside of the United States or partnerships with international collaborators? ☐ Yes ☒ No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. Project Summary/Abstract

8. Project Narrative

9. Bibliography & References Cited

10. Facilities & Other Resources

11. Equipment

12. Other Attachments ☐

Project Abstract Summary

This Project Abstract Summary form must be submitted or the application will be considered incomplete. Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less. Do not include personally identifiable, sensitive or proprietary information. Refer to Agency instructions for any additional Project Abstract field requirements. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.

Funding Opportunity Number

N00014-22-S-B001

CFDA(s)

12.300

Applicant Name

The Oceanography Society

Descriptive Title of Applicant's Project

Special Issue of Oceanography: Building Diversity, Equity and Inclusion in the Ocean Sciences

Project Abstract

In spring 2023, The Oceanography Society (TOS) proposes to publish a special issue of the open-access journal Oceanography on "Building Diversity, Equity, and Inclusion in the Ocean Sciences" that aims to produce a compelling and useful compendium of articles that provides frameworks for building diversity, equity, and inclusion with appropriate context. As expressed in the report, "From Representation to Inclusion: Diversity Leadership for the 21st-Century Military," the Department of Defense recognizes the value of diverse leaders and the need for a "fundamental shift in institutional thinking about diversity." The special issue of Oceanography will identify historical and cultural barriers to underrepresented and marginalized groups and will share the successes and lessons learned from programs and initiatives at colleges, universities, and scientific societies, including those sponsored by the US Navy through the Office of Naval Research, that have sought to encourage diverse young scholars to choose ocean science as a career. Particular individuals will be invited to share their stories through a series of one-page autobiographical sketches that are intended to amplify the importance of diversity for excellence, innovation, problem solving, creativity, business acumen, and different ways of knowing and sharing knowledge, with the goal of inspiring the next generation to pursue careers in all areas of ocean science. Our most important aim is to provide readers with a valuable resource that will effect a positive cultural change in the ocean sciences.

RESEARCH & RELATED BUDGET - Budget Period 1

OMB Number: 4040-0001

Expiration Date: 12/31/2022

UEI: GAEMCP239DV9

Enter name of Organization: The Oceanography Society

Budget Type: ☒ Project ☐ Subaward/Consortium

Budget Period: 1

Start Date: 07/15/2022

End Date: 09/30/2023

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
	Jennifer		Ramarui			0.01			(b) (4)	0.00	148.00

Project Role: PD/PI

Additional Senior Key Persons:

Add Attachment

Delete Attachment

View Attachment

Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

148.00

B. Other Personnel

Number of Personnel	Project Role	Cal.	Months		Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
			Acad.	Sum.			
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial/Clerical						
	Total Number Other Personnel						

Total Other Personnel

Total Salary, Wages and Fringe Benefits (A+B)

148.00

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)

Additional Equipment:

Add Attachment

Delete Attachment

View Attachment

Total funds requested for all equipment listed in the attached file

Total Equipment

D. Travel

Funds Requested (\$)

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)
2. Foreign Travel Costs

Total Travel Cost

E. Participant/Trainee Support Costs

Funds Requested (\$)

1. Tuition/Fees/Health Insurance
2. Stipends
3. Travel
4. Subsistence
5. Other

Number of Participants/Trainees

Total Participant/Trainee Support Costs

F. Other Direct Costs**Funds Requested (\$)**

1. Materials and Supplies	
2. Publication Costs	(b) (4)
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
Total Other Direct Costs	19,530.00

G. Direct Costs**Funds Requested (\$)****Total Direct Costs (A thru F)**

19,678.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
G&A	(b) (4)	(b) (4)	(b) (4)
Total Indirect Costs			(b) (4)

Cognizant Federal Agency

(Agency Name, POC Name, and POC Phone Number)

United States Department of the Interior
Craig A. Wills, Office Chief
916/930-3803**I. Total Direct and Indirect Costs****Funds Requested (\$)****Total Direct and Indirect Institutional Costs (G + H)**

24,995.00

J. Fee**Funds Requested (\$)****K. Total Costs and Fee****Funds Requested (\$)****Total Costs and Fee (I + J)**

24,995.00

L. Budget Justification

(Only attach one file.)

1234-Budget_Justification_Diversity_ON

Add Attachment

Delete Attachment

View Attachment

RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals (\$)
Section A, Senior/Key Person		(b) (4)
Section B, Other Personnel		
Total Number Other Personnel		
Total Salary, Wages and Fringe Benefits (A+B)		(b) (4)
Section C, Equipment		
Section D, Travel		
1. Domestic		
2. Foreign		
Section E, Participant/Trainee Support Costs		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		19,530.00
1. Materials and Supplies		
2. Publication Costs	(b) (4)	
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
11. Other 4		
12. Other 5		
13. Other 6		
14. Other 7		
15. Other 8		
16. Other 9		
17. Other 10		

Section G, Direct Costs (A thru F)

19,678.00

Section H, Indirect Costs

(b) (4)

Section I, Total Direct and Indirect Costs (G + H)

24,995.00

Section J, Fee

Section K, Total Costs and Fee (I + J)

24,995.00

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator			
Prefix:	<input type="text"/>	* First Name:	<input type="text" value="Jennifer"/>
		Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Ramarui"/>	Suffix:	<input type="text"/>
Position/Title:	<input type="text" value="Principal Investigator"/>		
Department:	<input type="text"/>		
Organization Name:	<input type="text" value="The Oceanography Society"/>		
Division:	<input type="text"/>		
* Street1:	<input type="text" value="1 Research Court"/>		
Street2:	<input type="text" value="Suite 450-117"/>		
* City:	<input type="text" value="Rockville"/>	County/ Parish:	<input type="text"/>
* State:	<input type="text" value="MD: Maryland"/>	Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code:	<input type="text" value="20850-6252"/>
* Phone Number:	<input type="text" value="301-251-7708"/>	Fax Number:	<input type="text"/>
* E-Mail:	<input type="text" value="jenny@tos.org"/>		
Credential, e.g., agency login:	<input type="text"/>		
* Project Role:	<input type="text" value="PD/PI"/>	Other Project Role Category:	<input type="text"/>
Degree Type:	<input type="text" value="BA"/>		
Degree Year:	<input type="text" value="1984"/>		
* Attach Biographical Sketch	<input type="text" value="1239-BIO-ONR.pdf"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
Attach Current & Pending Support	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
		<input type="button" value="View Attachment"/>	<input type="button" value="View Attachment"/>

PROFILE - Senior/Key Person 1			
Prefix:	<input type="text"/>	* First Name:	<input type="text"/>
		Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
Position/Title:	<input type="text"/>		
Department:	<input type="text"/>		
Organization Name:	<input type="text"/>		
Division:	<input type="text"/>		
* Street1:	<input type="text"/>		
Street2:	<input type="text"/>		
* City:	<input type="text"/>	County/ Parish:	<input type="text"/>
* State:	<input type="text"/>	Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code:	<input type="text"/>
* Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
* E-Mail:	<input type="text"/>		
Credential, e.g., agency login:	<input type="text"/>		
* Project Role:	<input type="text"/>	Other Project Role Category:	<input type="text"/>
Degree Type:	<input type="text"/>		
Degree Year:	<input type="text"/>		
Attach Biographical Sketch	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
Attach Current & Pending Support	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
		<input type="button" value="View Attachment"/>	<input type="button" value="View Attachment"/>

Budget Justification
The Oceanography Society (TOS)
For
**Special Issue of Oceanography: Building Diversity, Equity, and Inclusion in
the Ocean Sciences**

Submitted to
Office of Naval Research

The Oceanography Society (TOS) is pleased to provide its cost proposal to the Office of Naval Research for the Special Issue of Oceanography: Building Diversity, Equity and Inclusion in the Ocean Sciences. The period of performance is July 15, 2022 through September 30, 2023. The budget is estimated for one year and two and a half months. Cost estimates are based on cost research conducted during the preparation of this cost proposal and draw on our several years' experience implementing similar funded projects.

The following provides a justification for the line items presented in the attached budget.

A. Salaries and Wages (\$148)

Jennifer Ramarui is the Principal Investigator on this project and will provide oversight for completion of the issue, coordinate the printing/dissemination of the issue and manage the mailing and delivery as well. This cost represents 2.27 hours work at (b) (4) per hour.

B. Fringe Benefits (\$0)

Fringe benefits are not estimated for this proposal.

C. Publications and Printing (\$7,489)

Printing costs are estimated at (b) (4) and are based on costs recently incurred on similar projects. Dissemination costs are estimated at (b) (4) and include distribution of issues via postal mail and electronic delivery of full PDF issues to subscribers.

D. Consultant Services (\$12,041)

Consultant services are estimated for Ellen S. Kappel, editor-in-chief ((b) (4)), Vicky Cullen, assistant editor ((b) (4)) and Johanna Adams, graphic designer / webmaster ((b) (4)).

Dr. Kappel will review each manuscript and provide editorial expertise as necessary. She will act as liaison with authors to resolve any major technical, editorial or graphics issues. She will provide quality control review for each manuscript prior to printing of the final proof and as well as review of the final proof for each manuscript. Dr. Kappel will provide a final review of the

special issue before printing. Ms. Cullen will copy edit each manuscript and will review the references for accuracy and completeness. She will serve as the liaison with the authors to request additional information as needed. Ms. Adams will provide expertise in the review of all manuscript graphics and will layout the graphics and approved text into the design software. She will also review the final proof of the issue before the printing process begins.

E. Indirect Cost Rate (b) (4)

The indirect rate used in this proposal is based on a reduced amount of the maximum provisional rate for the fiscal period October 1, 2021 to September 30, 2022 of (b) (4).

- G&A: (b) (4) - Base: Total costs, less capital items, participant costs and subcontract costs exceeding (b) (4) per subcontract per year.

BIOGRAPHICAL SKETCH

Jennifer Ramarui, BA

Professional Preparation

University of California, Los Angeles

B.A. 1984 - Geography - Analysis and Conservation of Ecosystems

Appointments

2000 – present: Executive Director, The Oceanography Society

1988 – 2000: Program Assistant, Joint Oceanographic Institutions

1986 – 1988: Assistant to the Editor, American Journal of Cardiology

Publications

Most closely related to proposed project:

<https://tos.org/oceanography/issue/volume-34-issue-01>

<https://tos.org/oceanography/issue/volume-33-issue-04>

<https://tos.org/oceanography/issue/volume-33-issue-03>

<https://tos.org/oceanography/issue/volume-33-issue-02>

<https://tos.org/oceanography/issue/volume-33-issue-01>

<https://tos.org/oceanography/issue/volume-32-issue-04>

<https://tos.org/oceanography/issue/volume-32-issue-03>

<https://tos.org/oceanography/issue/volume-32-issue-02>

<https://tos.org/oceanography/issue/volume-32-issue-01>

Synergistic Activities

Ms. Ramarui has served on the planning committee for the Ocean Optics Conference since 2000 and in 2013 she assumed responsibility as Conference Coordinator. In this capacity she manages logistics and planning committee activities for this biennial event (see <https://oceanopticsconference.org>)

Ms. Ramarui has also served on the Planning Committee for the biennial Ocean Sciences Meeting since 2006. In this capacity, she helps guide the planning of conference activities and has assisted in the development and implementation of programs such as the student mentoring program, and networking events where early career participants meet with program managers from federal agencies.

In spring 2023, The Oceanography Society (TOS) proposes to publish a special issue of the open-access journal *Oceanography* on “Building Diversity, Equity, and Inclusion in the Ocean Sciences” that aims to produce a compelling and useful compendium of articles that provides frameworks for building diversity, equity, and inclusion with appropriate context. As expressed in the report, “From Representation to Inclusion: Diversity Leadership for the 21st-Century Military,” the Department of Defense recognizes the value of diverse leaders and the need for a “fundamental shift in institutional thinking about diversity.” The special issue of *Oceanography* will identify historical and cultural barriers to underrepresented and marginalized groups and will share the successes and lessons learned from programs and initiatives at colleges, universities, and scientific societies, including those sponsored by the US Navy through the Office of Naval Research, that have sought to encourage diverse young scholars to choose ocean science as a career. Particular individuals will be invited to share their stories through a series of one-page autobiographical sketches that are intended to amplify the importance of diversity for excellence, innovation, problem solving, creativity, business acumen, and different ways of knowing and sharing knowledge, with the goal of inspiring the next generation to pursue careers in all areas of ocean science. Our most important aim is to provide readers with a valuable resource that will effect a positive cultural change in the ocean sciences.

References

- Autobiographical sketches of women in oceanography. 2005. *Oceanography* 18(1):65–246, <https://tos.org/oceanography/article/autobiographical-sketches-of-women-in-oceanography>.
- Autobiographical sketches of women in oceanography. 2014. *Oceanography* 27(4; supplement):49–258, <https://tos.org/oceanography/article/women-in-oceanography-a-decade-later-autobiographical-sketches1>.
- Bernard, R.E., and E.H.G. Cooperdock. 2018. No progress on diversity in 40 years. *Nature Geoscience* 11:292–295, <https://doi.org/10.1038/s41561-018-0116-6>.
- Behl, M., S. Cooper, C. Garza, S.E. Kolesar, S. Legg, J.C. Lewis, L. White, and B. Jones. 2021. Changing the culture of coastal, ocean, and marine sciences: Strategies for individual and collective actions. *Oceanography* 34(3):53–60, <https://doi.org/10.5670/oceanog.2021.307>.
- Bowser, G., and C.R. Cid. 2021. Developing the ecological mindset among underrepresented students in ecology fields. *Ecological Applications* 31(6):e02348, <https://doi.org/10.1002/eap.2348>.
- Craig, S.E., and E. Bhatt. 2021. A short glossary of inclusive language. *Oceanography* 34(2):6–9, <https://doi.org/10.5670/oceanog.2021.207>.
- Garza, C. 2021. Diversifying the ocean sciences: Thoughts on the challenge ahead. *Oceanography* 34(2):184–185, <https://doi.org/10.5670/oceanog.2021.204>.
- Lima, I.D., and J.E. Rheuban. 2021. Gender differences in NSF ocean sciences awards. *Oceanography* 34(4), <https://doi.org/10.5670/oceanog.2021.401>.
- McManus, D.A. 2000. In the oceanography classroom: Let's begin with some questions. *Oceanography* 13(3):118–119, <https://doi.org/10.5670/oceanog.2000.23>.
- NCSES (National Center for Science and Engineering Statistics). 2021. *Survey of Graduate Students and Postdoctorates in Science and Engineering: Fall 2019*. NSF 21-318, National Science Foundation, Alexandria, VA, <https://nces.nsf.gov/pubs/nsf21318/>.
- Orcutt, B.N., and I. Cetinić. 2014. Women in oceanography: Continuing challenges. *Oceanography* 27(4) supplement:5–13, <https://doi.org/10.5670/oceanog.2014.106>.

Facilities, Equipment and Other Resources

The Oceanography Society (TOS) has been publishing *Oceanography* since 1988 and is uniquely qualified to carry out the goals of this proposal. The publication of *Oceanography* is an efficient and cost-effective process which benefits from the expertise of a team of experienced consultants well respected in the community through their work on *Oceanography* for over ten years, as well as from their work on publications produced for other organizations in the ocean and earth science community.

Technical Proposal

BAA Number: N00014-22-S-B001

Title of Proposal

Special Issue of *Oceanography* Magazine on “Building Diversity, Equity, and Inclusion in the Ocean Sciences”

Presented by The Oceanography Society

Technical Contact

Jennifer Ramarui
The Oceanography Society
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Rockville, MD, 20850-6252
Phone: 301-251-7708
Email: jenny@tos.org

Administrative Contact

Ruth Sobel
The Oceanography Society
1 Research Court, Suite 450-117
Rockville, MD, 20850-6252
Phone: 202-256-5517
Email: ruthieso@me.com

Proposed Period of Performance

July 15, 2022 – September 30, 2023

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Project Narrative

A. Introduction

While there has been some progress in increasing gender diversity in the ocean sciences over the last few decades (Orcutt and Cetinić, 2014; Lima and Rheuben, 2021), the same cannot be said for other historically underrepresented and marginalized groups (e.g., Black, African American, Hispanic, Latino/Latina/Latinx, Native American/Alaska Native, Indigenous, Asian American, Pacific Islander, LGBTQIA+, People with Disabilities; Bernard and Cooperdooock, 2018). This proposal requests funding to support publication of timely peer-reviewed articles that (1) describe the barriers to entry, participation, success, and retention of historically underrepresented and marginalized groups in the ocean sciences and strategies for overcoming these barriers; (2) lessons learned from federally funded programs that have focused on increasing diversity in the ocean sciences; and (3) sidebars that highlight initiatives that amplify authentic voices for change. As part of the project, we plan to publish a series of one-page autobiographical sketches solicited from ocean scientists and other marine science practitioners from underrepresented and marginalized backgrounds that highlight their careers, any barriers to success they have encountered during their career journeys, and how they mitigated those barriers to find success. These sketches will be modeled on the one-page profiles that appear in the two “Women in Oceanography” volumes published by *Oceanography* (Autobiographical sketches of women in oceanography, 2005, 2014) that have been the source of inspiration for a generation of women oceanographers.

In his inaugural *Oceanography* column in 2000 for The Oceanography Classroom, Dean McManus wrote: “A particular challenge for higher education is to include more members of underrepresented groups in the study of the ocean. Fifteen years from now, 40% of the traditional undergraduate-age population will consist of these underrepresented groups, but today the ocean sciences have the lowest participation by underrepresented groups of any science” (McManus, 2000). We are now more than 20 years beyond this McManus column, and the numbers have only slightly improved. Little substantive progress has been made in increasing diversity in the graduate school population in the broader geosciences over the last 40 years as demonstrated in a 2018 article published in *Nature Geoscience* (Bernard and Cooperdooock, 2018) and in data from a National Science Foundation survey of current graduate students (NCSES, 2021). Indeed, the NCSES data show that in 2019, only ~8.8% of those surveyed identify as coming from a group that is considered part of a marginalized community in the United States (Garza, 2021).

With heightened acknowledgement of the diversity imbalance in ranks of ocean scientists, and community determination to implement changes that will support a successful future for the field (e.g., Behl et al., 2021), the time is right for publishing a coherent compendium of articles that strives to educate the ocean sciences community—and beyond—about how to recognize inequities and provide the tools to implement best practices that will build diversity, equity, and inclusion in the field. The proposed special issue will build on the existing body of knowledge distributed throughout the peer-reviewed literature, in various workshop reports, in funding agency surveys and program reports, and in project reviews—making the information and ideas generated by these authors and groups more widely available to the broader community of students, employers, government officials, faculty, and administrators. By compiling the ocean

sciences community's collective experiences and knowledge into one open-access volume, the proposed special issue will (1) serve as a resource for building diversity, equity, and inclusion in the ocean sciences; (2) inspire people and institutions to earnestly review practices and commit to meaningful positive changes to achieve a truly equitable, inclusive, and diverse ocean sciences field; and (3) encourage underrepresented and marginalized scholars to become and remain ocean scientists. Additionally, we hope that this special issue will stimulate discussion within the ocean sciences community as to how we can collectively create a more welcoming, safe, secure, and inclusive environment for underrepresented and marginalized scholars and encourage colleagues to look beyond the ocean sciences for creative solutions. While taking the first steps to become an ocean scientist is important, retention of underrepresented and marginalized scholars within the field is a critical element for producing a diverse workforce needed to tackle future challenges associated with sustaining a healthy global ocean.

The Oceanography Society (TOS) Executive Director Jennifer Ramarui will provide oversight and coordination of activities on this project and will be responsible for performance and reporting. *Oceanography* Editor Ellen Kappel will work with volunteer guest editors Ben Cuker (Hampton University), Corey Garza (California State University, Monterey Bay), Deirdre Gibson (Hampton University), Catalina Martinez (NOAA), Wendy F. Todd (Smythe) (University of Minnesota Duluth), and Cassie Xu (Columbia University) to produce this special issue of *Oceanography*. The guest editors will assist in formulating the table of contents, including inviting titles and authors for articles, and obtain at least two peer reviews of each manuscript. The TOS Justice, Equity, Diversity, and Inclusion (JEDI) committee stands by to serve as a sounding board for the guest editors and to provide an additional layer of consultation.

After rigorous review and nominal acceptance of articles for publication, the *Oceanography* editor, assistant editor, and guest editors will work with authors to finalize text, assuring readability and accuracy. The *Oceanography* designer will check all graphics for quality, lay out each article in the design software, and produce proofs for authors. After authors review their proofs and articles are finalized, the designer will post low-resolution pdfs of each article on The Oceanography Society's open access website within a week of submission of the hard copy files to the printer. With its main goal to serve as a resource for building diversity, equity, and inclusion in the ocean sciences (and beyond), the *Oceanography* editor has agreed to make a complete PDF of the special issue (and not just the individual open access articles) freely available for download from the *Oceanography* website. This benefit is usually provided only to members of The Oceanography Society (TOS). TOS will also make an effort to notify the deans and chairs of marine and ocean science programs of the availability of this document and will share its availability through social media.

Guest editors Ben Cuker, Corey Garza, Deirdre Gibson, Catalina Martinez, Wendy F. Todd (Smythe), and Cassie Xu bring complementary perspectives and experience to this project.

Ben Cuker is an emeritus professor of marine and environmental science at Hampton University. He created the NSF-funded American Society of Limnology and Oceanography (ASLO, now the Association for the Sciences of Limnology and Oceanography) Multicultural Program, Multicultural Students at Sea Together (MAST, supported by Pew and NOAA), and the NSF-funded Hall-Bonner Program for Minority Doctoral Scholars in the Oceans Sciences.

His work on diversity was recognized with a Pew Fellowship in Marine Conservation (1999), the ASLO Service Award (1995), and the ASLO Education Award (2009).

Corey Garza is an associate professor in the Division of Science and Environmental Policy at California State University, Monterey Bay. He serves as the director for the Coastal and Marine Ecosystems Program, an NSF- and NOAA-funded program that administers the Monterey Bay Regional Ocean Sciences Research Experiences for Undergraduates, the NOAA Center for Coastal and Marine Ecosystems, and NSF ASPIRE (Active Societal Participation in Research and Education) program. Dr. Garza is also active in education outreach, particularly in advancing the participation of underrepresented groups in science. He currently serves on the National Board of Directors of the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) and, for the last 14 years, has organized a special scientific symposium in marine science at their annual meeting.

Deidre Gibson is Associate Professor and Chair of the Department of Marine and Environmental Science at Hampton University (HU), a program that is one of the top producers of African Americans in Marine Science. She now serves on the National Sea Grant Advisory Board, was the first Black woman to serve on the ASLO Board, and was featured in both *Women in Oceanography* volumes published in 2005 and 2014. Dr. Gibson serves as the HU-Program Director of the NOAA Living Marine Resources Cooperative Science Center, a program that is responsible for training and graduating the majority of the African Americans in NOAA related sciences in the country. She has also served as HU PI for the NSF DREAMS I and II programs, COSEE-Mid-Atlantic, COSEE Coastal Trends, and Hall-Bonner Program for Minority Doctoral Scholars in Ocean Sciences, and she is now the PI of the ASLO Multicultural Program. All of these federally funded programs have and continue to train the next generation of African American marine scientists who have gone on to receive MS and PhDs degrees and to appointments in academia and at federal agencies.

Catalina Martinez is the regional program manager for NOAA Ocean Exploration (OE) in Rhode Island. Ms. Martinez began her ocean science career with NOAA in 2002 helping to formalize and manage important regional NOAA partnerships and spent many years working on telepresence-enabled expeditions to explore little known and unknown ocean areas. Ms. Martinez also works on a variety of local, regional, and national efforts to mitigate the barriers to entry, persistence, and success for underrepresented and minoritized scholars into STEM fields. She's been honored with several awards for this work over the years, including the 2019 Women of Color in STEM Diversity Leadership in Government Award for demonstrating sustained leadership in creating a more diverse, equitable, and inclusive federal workforce. Ms. Martinez recently completed a year-long assignment with NOAA's Office of Inclusion and Civil Rights, assisting with the expansion of their diversity, equity, and inclusion portfolio.

Wendy F. Todd (Smythe) is a Dr. Henry Higholt Endowed Professor at the University of Minnesota Duluth, with a joint appointment in the Departments of American Indian Studies and Earth & Environmental Sciences. She was the 2019 Professional of the Year by the American Indian Science and Engineering Society (AISES) for her interdisciplinary research in geoscience, Native education, and policy. In 2021, she founded the Indigenous Geoscience Community (IGC) as a sustainable community of Indigenous geoscientists who can come together to share

knowledge using a relational framework, such that Traditional Knowledge (TK) and Western knowledge can be expressed within culturally specific protocols without disciplinary boundaries. Over the last 13 years, Dr. Todd, an Alaska Native Haida, has partnered with her tribal community, founding the Geoscience Education Program, working to couple STEM disciplines with TK in K–12 education by incorporating language and cultural values. Through her work, she seeks to increase the number of Native American/Alaska Native students in STEM disciplines thereby increasing diversity and innovation, and to teach the next generation of Native leaders to embrace their Native identity.

Cassie Xu is Associate Director of Non-Degree Education and Outreach Programs at the Columbia Climate School of Columbia University. In this role, she leads the development, implementation, and management of non-degree educational, outreach, and training programs and activities associated with the Climate School. These activities include professional learning programs for adult learners, educator training efforts, pre-college programs, research experiences to broaden the participation of underrepresented communities in STEM, and curriculum development for K–12 learners, among others. She also holds a joint appointment as the head of the Office of Education and Outreach (E&O), an office she led efforts to establish, at Lamont-Doherty Earth Observatory. The office offers an ideal mix of educational research, authentic learning experiences and programs, a centralized administrative and operational hub for E&O activities, and enthusiasm for innovation.

B. Technical Approach

The goals of the special issue of *Oceanography* on “Building Diversity, Equity, and Inclusion in the Ocean Sciences” are ambitious and manifold. We aim to produce a compelling and useful compendium of articles that provides frameworks for building diversity, equity, and inclusion with appropriate context. The special issue will identify historical and cultural barriers to underrepresented and marginalized groups and will share the lessons learned from programs at colleges, universities, and scientific societies that have sought to encourage diverse young scholars to choose ocean science as a career. Particular individuals will be invited to share their stories through a series of one-page autobiographical sketches that are intended to amplify the importance of diversity for excellence, innovation, problem solving, creativity, business acumen, and different ways of knowing and sharing knowledge, with the goal of inspiring the next generation to pursue careers in the ocean sciences. Our most important aim is to provide readers with a valuable resource that will effect a positive cultural change in the ocean sciences and beyond.

C. Future Naval Relevance

As expressed in the report, “From Representation to Inclusion: Diversity Leadership for the 21st-Century Military,” the Department of Defense recognizes the value of diverse leaders and the need for a “fundamental shift in institutional thinking about diversity.” The special issue will explore the structural and cultural barriers that underrepresented and marginalized scholars come up against and offer successful strategies for enacting meaningful changes to improve diversity, equity, and inclusion. It will highlight the successes and lessons learned from agency-supported programs and initiatives at colleges, universities, and scientific societies, including those sponsored by the US Navy, that have sought to increase the academic success of diverse young scholars (e.g., FreshSTART) and increase participation of HBCU/MI scientists in Navy-relevant

basic and applied research (e.g., Distinguished Fellows Program). The collection of papers in this special issue also support the Secretary of the Navy’s STEM roadmap focus to inspire, engage, and educate the next generation of scientists and engineers and to employ, retain, and develop a diverse civilian technical workforce.

The topics that the special issue will cover, listed below, were developed in two ways. First, several virtual meetings of the editor and guest editors produced an initial draft for the table of contents. Second, in the fall of 2021, the editor and guest editors distributed a brief survey to individuals that requested input on topics that should be covered in this proposed special issue of *Oceanography*. As another review of the content, the *Oceanography* editor reached out to the TOS JEDI co-chairs for comment. Additional input from reviewers of this proposal and agency program managers is welcome before a final list of articles, spotlights, and sidebars is drawn up, authors identified for each, and invitations sent out.

1. Introduction to the Special Issue

Guest editors discuss the motivation for the special issue, mention each article, and provide some context for how they fit into this compendium. The Introduction will also include a table of the autobiographical sketches available online.

2. Numbers and Trends: What Do the Data Tell Us?

This article will provide an evaluation of NSF data that show the ethnic breakdown of master’s and doctoral degrees awarded in the ocean sciences over the past few decades. It will include NOAA data on the diversity in their programs, as well as data from NASA, if available. The article will discuss the trends, illustrating demographic shifts in society that are not reflected in the ocean and ocean-related sciences. OSER (Ocean Science Educators’ Retreat) data will be included either as a separate article or combined into a larger “numbers” article.

3. Barriers to Entry, Persistence, and Success

One multiple-author article will identify the barriers to success for underrepresented and marginalized groups and discuss what institutions and individuals must do to address and help diverse scholars overcome these barriers. How do we recognize these barriers at our institutions? What impedes success of underrepresented and marginalized scholars at different stages? What strategies work in promoting persistence?

A second article will discuss how to build an effective support structure for faculty, students, and interns of underrepresented and marginalized scholars. It will cover why diversity efforts cannot begin and end with recruitment, and will include the need for long-term mentoring. A sidebar in this article will tackle the issue of: Advocate, Ally, or Other? How to become an effective ally for diverse scholars and communities.

Several one- or two-page sidebars or spotlights will cover a range of topics related to barriers to inclusion. Examples of topics that may be covered include:

- Why language matters: who is setting the language (and driving the conversations) and the role words and language play in shaping our identities, building upon the TOS JEDI column on inclusive language by Craig and Bhatt (2021).

- The professional cost of choosing to work on diversity, equity, and inclusion-specific issues
- The compounding impacts of intersectionality
- Intellectual and emotional “cost” of underrepresented and marginalized scholars at predominantly white institutions and in the workforce
- The role of family/culture
- Racial/gender/sexual harassment and assault
- How do underrepresented and marginalized scholars learn about aquatic science careers before entering college and while they are enrolled? Identify the gaps in knowledge between a community college/Historically black colleges and universities students vs. those at top-tier research institutions.

4. A Look at Some Federally Funded Programs

Federal program managers will be invited to write a joint introduction to this section that discusses their motivations and goals in funding programs aimed at increasing diversity in the ocean sciences. What types of programs are they funding? Which goals have been met? Can they speculate about the reasons for successes or failures to meet program objectives? Are there new programs on the horizon? How has their thinking about their programs evolved?

Half a dozen short articles plus several one- and two-page sidebars and spotlights will showcase the range of federally funded programs aimed at increasing diversity in the ocean sciences. These articles will address the external facing side of their program as well as the internal culture of running their particular type of program. The articles would follow a similar formula:

- Program motivation, grade level of students targeted, if applicable
- How were students and mentors recruited? All underrepresented and marginalized scholars?
- How many students and mentors are in the program? What is the length of the program?
- What types of activities did the students engage in?
- How were the outcomes evaluated?
- Lessons learned. What would you do differently next time to increase success? What was successful?
- Include a box or two that share the program experience with authentic voices

Examples of programs that could be covered in this chapter, including potential authors:

- Summer Undergraduate Research Fellows (SURF) internship program. Research Experiences for Undergraduates (REU program) that was both virtual and in-person, with evaluations of both methods. Jane Terranes, Scripps Institution of Oceanography
- Marine Science Summer Program. REU that offers graduate acceptance at the end of the program. Joanna York, University of Delaware.
- GEOFutures program. Corey Garza, California State University, Monterey Bay
- Active Societal Participation in Research and Education (ASPIRE) project. Corey Garza, California State University, Monterey Bay and co-PIs.
- University of Arkansas Research Coordination Network focused on Diversity in Geosciences. Stephen Boss, University of Arkansas.
- Department of the Navy HBCU/MI program: Freshman Scholar Transition to Academic Research and Technology (FreshSTART)
- Department of the Navy HBCU/MI Distinguished Fellows Program.

- University of Hawai‘i at Manoa K–12 education programs. Pauline Chinn and/or her graduate students, University of Hawai‘i at Manoa
- STEMSEAS shipboard science program. Sharon Cooper, Lamont-Doherty Earth Observatory of Columbia University
- ASLO Multicultural Program. Deidre Gibson, Hampton University, and Tiara Moore
- FIELD (Fieldwork Inspiring Expanded Leadership and Diversity). Lisa White, University of California Berkeley
- K–12 estuary/marine science programs. Margie Turin, Lamont-Doherty Earth Observatory of Columbia University.
- Providing undergraduate mentoring and research experiences to increased numbers of underrepresented students achieving doctoral degrees in chemical and physical oceanography. Niki Lovenduski, University of Colorado Boulder
- NOAA José E. Serrano Educational Partnership Program with Minority Serving Institutions (EPP/MSI) Cooperative Science Centers. NOAA Center for Coastal and Marine Ecosystems. Larry Robinson, Florida A&M University
- NOAA Living Marine Resources Cooperative Science Center, Paulinus Chigbu, University of Maryland Eastern Shore
- Partnership Education Program (PEP). Ambrose Jearld (ret.), NOAA, and/or George Liles (NOAA)
- NASA Minority University Research and Education Project (MUREP), Vandhana Lal, NASA
- MarSci-LACE, Michael Crosby, Mote Marine Laboratory
- NSF Diverse Ocean Science Community through Collaboration (DOCC) program. Corey Garza, California State University, Monterey Bay

5. Other Initiatives

A collaborative article will be solicited from The Oceanography Society (TOS), the American Geophysical Union (AGU), and the Association for the Sciences of Limnology and Oceanography (ASLO) that discusses what these societies have done in the past, are doing now, and plan to do in the future to increase diversity, equity, and inclusion in the ocean sciences. The article will provide examples of successes and identify ways in which individuals can get involved in their programs.

Another article will review place-based culturally relevant strategies in oceanography and more broadly in geoscience. Noelani Puiwai and/or Pauline Chin, University of Hawai‘i at Mānoa.

A series of one- or two-page articles will be solicited that describe grassroots programs and what they are accomplishing. Examples include:

- Black in Marine Science. Tiara Moore
- Black Women in Ecology, Evolution, and Marine Science. Nikki Traylor-Knowles, University of Miami
- GeoLatinas (Latinas in Earth and Planetary Sciences). Rocio Caballero-Gill, George Mason University
- Call for a Robust Anti-Racism Plan for The Geosciences. Hendratta Ali, Fort Hays State University

- Unlearning Racism in Geoscience (URGE). Vashan Wright, Scripps Institution of Oceanography
- Minorities in Shark Science (MISS). Jasmin Graham, Mote Marine Laboratory
- Students On Ice Foundation. A program that brings a diverse group of students and educators to polar regions. Daniel Bianchi, UCLA
- Polar Impact (Minorities in Polar Research). Prem Gill, University of Cambridge
- Center for Diverse Leadership in Science. Aradhna Tripathi, UCLA.

One-page sidebars of student-led initiatives will be included, for example, Jennifer Wong-Ala (PhD student, Oregon State University), Diamond Tachera (PhD student, University of Hawai‘i), and Krista Kraskura (University of California Santa Barbara) are leading efforts in justice, equity, diversity, and inclusion in oceanography and geoscience programs at their respective campuses.

6. Autobiographical Sketches

One-page autobiographical sketches will be solicited from ocean scientists from diverse backgrounds that highlight the careers, any barriers to success they have encountered during their career journeys, and how they mitigated those barriers to find success. Our vision is that these profiles will have a similar positive impact on underrepresented and marginalized scholars as the profiles of women ocean scientists included in the two “Women in Oceanography” special issues of *Oceanography* have had on women and the broader ocean sciences community over the past couple of decades (Autobiographical sketches of women in oceanography, 2005, 2014).

Individuals will share their stories by responding to a series of prompts. These profiles will be available online only.

D. Project Schedule and Milestones

Management Approach

***Oceanography* Magazine – Background, Special Issue Costs, and Schedule**

The Oceanography Society was founded in 1988 to disseminate knowledge of oceanography and its application through research and education, to promote communication among ocean scientists, and to provide a constituency for consensus building across all the disciplines of the field. To accomplish these goals, one of the Society’s principal activities is publishing the quarterly magazine, *Oceanography*, which contains peer-reviewed articles as well as news and information, meeting reports, book reviews, career profiles, hands-on oceanography labs, do-it-yourself oceanography instructions including code, and shorter, editor-reviewed articles that address public policy and education and how they are affected by science and technology.

Hard copies of the magazine are mailed to TOS membership worldwide. Full digital versions (PDF download, browser, iPad, Android) are available to TOS members for free through Advanced Publishing and can be purchased by any other interested party. In addition, all articles are published online individually on the *Oceanography* website with full free access to ensure the broadest possible use of the published information. *Oceanography* is included in the Thomson Reuters Web of Science citation index expanded and is permanently archived with JSTOR.

Editorial Decisions

It is the responsibility of the guest editors, in consultation with *Oceanography* Editor Dr. Ellen Kappel, to make certain that the final submitted materials for the special issue have been peer reviewed by at least two experts in the field who do not have conflicts of interest with any of the authors or institutions, and that the final manuscripts are of the high quality expected for the magazine. In her capacity as Editor, Dr. Kappel, is charged by the Society with the ultimate decision-making responsibility for the magazine and will ensure that materials are consistent with the mission of the Society. The *Oceanography* Editorial Board also stands ready to provide assistance from a technical perspective.

Production Process

TOS has published *Oceanography* magazine for 34 years and has established a dependable schedule for managing the publication of each quarterly issue. The guest editors will work with Dr. Kappel to ensure that deadlines are met.

2023

February 1	Manuscripts submitted to guest editors and sent for peer review
March 15	Reviews returned to guest editors; authors notified of required edits
April 5	Revised manuscripts returned to guest editors for approval
April 12	Final materials delivered to <i>Oceanography</i> editor
May 1	Proofs delivered to authors
May 15	Proof corrections to <i>Oceanography</i> editor
June 1	Final files delivered to printer
June 1	Articles posted online on Oceanography website
June 1	Full digital versions available to TOS membership and for purchase

At the beginning of the project, the guest editors provide authors with a set of guidelines for manuscript production, which can be found on the *Oceanography* website. A Style Guide (for references) is also available for download from this web address. Guest editors have the flexibility to provide each author with a target length of a manuscript that may differ from the author guidelines, as long as the total number of special issue magazine pages is in accordance with those that are funded.

Guest editors and authors are also provided with major milestones related to the publication process. So that publication is not delayed, Dr. Kappel can set a final cut-off date such that if a manuscript has not been received, it will not be part of the special issue. Once the guest editors receive draft manuscripts, they send each of them out for peer review. A minimum of two substantive peer reviews by experts who have no conflicts of interest with the authors or institutions are required for each manuscript, in accordance with the standards of the Committee on Publication Ethics (COPE) Ethical Guidelines for Peer Reviewers and TOS's Policy on Publications, available on the *Oceanography* magazine website. Once reviewed, the guest editors contact authors about the necessary revisions to make the manuscripts acceptable for publication. Once approved by the guest editors, manuscripts are sent on to Dr. Kappel for final processing.

Once a final manuscript is received, Dr. Kappel reviews it and edits the text, as necessary, for clarity. If there are any major technical issues or ambiguities in language, she contacts the

authors directly. Simultaneously, the *Oceanography* graphic designer reviews the manuscript graphics for quality. If any are not of suitable print quality, Dr. Kappel contacts the author to obtain a better graphic. After Dr. Kappel completes her review, each manuscript then goes to the *Oceanography* assistant editor, Ms. Vicky Cullen. Ms. Cullen copy edits the manuscript and also carefully reviews the references. If any are missing, or not complete, she contacts the author for additional information. Once the review process is complete for a manuscript, Dr. Kappel sends all files to the *Oceanography* graphic designer, Ms. Johanna Adams. Ms. Adams lays out the manuscript and provides a PDF proof, which Dr. Kappel then sends to the author. The author is responsible for providing any final edits to Dr. Kappel within one to two weeks. Ms. Adams then finalizes the manuscript.

After all of the final manuscripts are in place in the magazine, Dr. Kappel reads through the special issue one more time for any last fixes prior to sending files to the printer. Ms. Adams reviews each page carefully for odd line breaks and does one full final spell check. The printer produces two sets of proofs, which Dr. Kappel and Ms. Adams review. Once any last corrections are complete, the printer then prints the magazine.

At that time, Ms. Jennifer Ramarui at The Oceanography Society office coordinates mailing of the issue with the printer. Low-resolution PDF versions of each manuscript are posted on the *Oceanography* website as open access for public download, and full web, iPad and Android versions are also made available for TOS members.

Costs

The proposed cost for producing 1,500 copies of the Building Diversity, Equity, and Inclusion special issue of *Oceanography* is \$105,000. This price is effective through September 2023. The Oceanography Society is securing co-sponsorship of this special issue from NOAA in the amount of \$25,000, from NASA in the amount of \$25,000, and from the National Science Foundation (NSF) Research in the amount of \$30,000. Here, we are requesting support from the Office of Naval Research in the amount of \$25,000 to share the costs of publication, including editing, design, printing, shipping, and posting the articles to the *Oceanography* website. The full proposed budget will allow The Oceanography Society to provide:

- 150 pages print and online pages dedicated to articles, sidebars, and spotlights in the special issue section, plus online-only autobiographical sketches of diverse ocean scientists
- Administrative support, editorial, design, printing, and electronic posting services
- Printing and delivery of 1,500 hard copies to all TOS members (domestic and international), as well as institutional subscribers, and bulk shipment of copies (number TBD) to sponsors, as requested, as well as distribution to deans, chairs, and directors of ocean sciences programs. TOS reserves a number of copies to distribute at conferences and to fulfill requests.

In addition to the 150 special issue pages, funding will cover the costs of an additional 15 pages TOS reserves for normally published materials, including the Quarterdeck, JEDI, and education columns. Ms. Ramarui and Dr. Kappel will provide organizational support for dissemination of the special issue and follow up.

E. Current and Pending Support

Jennifer Ramarui, Principal Investigator

1. Title of Proposal

Special issue of *Oceanography*: Oceans Across the Solar System (Volume 34, No. 4)

Summary

The Oceanography Society proposes to publish a special issue of the open-access journal *Oceanography* on “Ocean Worlds Across our Solar System” in July 2022. The primary objective of the special issue is to provide an attractive and accessible compendium of information that supports NASA’s collaborative effort between the Earth and Planetary Sciences Divisions to advance research related to Ocean Worlds. This issue will help inform and coordinate efforts among scientists while also building on NASA’s Roadmaps to Ocean Worlds (ROW).

Current or Pending Support

Pending (Proposal #21-SMDSS21-0022)

Source and amount of funding

National Aeronautics and Space Administration (NASA), \$48,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Laura Lorenzoni, NASA Headquarters, Science Mission Directorate
Earth Science Division, Mail Suite 3Y35, 300 E St., SW, Washington, D.C. 20546-0001
Telephone: 202 358-0917, laura.lorenzoni@nasa.gov

Administrative/business contact (name, address, phone/fax, electronic mail address)

NASA Shared Services Center, Building 1111, Jerry Hlass Road, Stennis Space Center, MS 39529, NSSC-ContactCenter@nasa.gov, Phone Number: 877-677-2123

Period of performance

Proposed: 6/1/2021 - 8/31/2022

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of *Oceanography* magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

2. Title of Proposal

Special Issue of *Oceanography*: The Changing Arctic Ocean (Volume 35, No. 1)

Summary

The Oceanography Society proposes to publish a special issue of the open-access journal *Oceanography* on “The Changing Arctic Ocean” in March 2022. The special issue will articulate in clear and compelling language the many ways the Arctic Ocean’s environment and ecosystem are changing due to a warming climate. The publication has the twin goals of stimulating new collaborations within the global Earth and ocean sciences and Indigenous communities and providing up-to-date syntheses for use worldwide by educators and decision-makers.

Oceanography Editor Ellen Kappel, along with Guest Editors Tom Weingartner, Carin Ashjian, Lawson Brigham, Thomas Haine, Liza Mack, Don Perovich, and Benjamin Rabe, will ensure that the proposed set of peer-reviewed articles further these objectives.

Current or Pending Support

Current (Award # N/A)

Source and amount of funding

U.S. Arctic Commission (USARC), \$50,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

John Farrell, US Arctic Research Commission, 4350 N. Fairfax Dr., Suite 510, Arlington, VA 22203, 703-525-0111. jfarrell@arctic.gov

Administrative/business contact (name, address, phone/fax, electronic mail address)

TBD, US Arctic Research Commission, 4350 N. Fairfax Dr., Suite 510, Arlington, VA 22203, 703-525-0111. jfarrell@arctic.gov

Period of performance

07/2021 - 08/2022

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of *Oceanography* magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

3. Title of Proposal

Special Issue of *Oceanography*: The Changing Arctic Ocean (Volume 35, No. 1)

Summary

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Current or Pending Support

Current (Award # 2134600)

Source and amount of funding

National Science Foundation (NSF), \$30,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Frank Rack, Arctic Sciences Section, Office of Polar Programs (OPP), W7132, National Science Foundation, 2415 Eisenhower Avenue, Alexandria, VA 22314, Tel: 703-292-2684, frack@nsf.gov

Administrative/business contact (name, address, phone/fax, electronic mail address)

National Science Foundation, 2415 Eisenhower Avenue, Alexandria, VA 22314

Period of performance

09/01/2021 - 08/31/2022

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of *Oceanography* magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

4. Title of Proposal

Special Issue of *Oceanography*: The Changing Arctic Ocean (Volume 35, No. 1)

Summary

The Oceanography Society proposes to publish a special issue of the open-access journal *Oceanography* on “The Changing Arctic Ocean” in March 2022. The special issue will articulate

in clear and compelling language the many ways the Arctic Ocean's environment and ecosystem are changing due to a warming climate. The publication has the twin goals of stimulating new collaborations within the global Earth and ocean sciences and Indigenous communities and providing up-to-date syntheses for use worldwide by educators and decision-makers.

Oceanography Editor Ellen Kappel, along with Guest Editors Tom Weingartner, Carin Ashjian, Lawson Brigham, Thomas Haine, Liza Mack, Don Perovich, and Benjamin Rabe, will ensure that the proposed set of peer-reviewed articles further these objectives.

Current or Pending Support

Pending

Source and amount of funding

Office of Naval Research (ONR), \$25,000

Percentage effort devoted to each project

0.01

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Scott Harper, ONR Code 322, 875 N. Randolph Street, Arlington, VA 22203,
scott.l.harper@navy.mil

Administrative/business contact (name, address, phone/fax, electronic mail address)

To be determined

Period of performance

To be determined (proposed 07/01/2021 - 08/31/2022)

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of *Oceanography* magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

5. Title of Proposal

Ocean Optics XXV Conference Support

Summary

The Ocean Optics XXV Conference will be held October 2-7, 2022, at the International Centre for Interdisciplinary Science and Education in Quy Nhon, Vietnam, providing an opportunity for the world's leading experts in in situ optical oceanography and satellite remote sensing of ocean biology and biogeochemistry to share recent results and data, discuss ongoing work, refine approaches, and collaborate on ideas for future research and new frontiers in instrumentation and measurement techniques. To facilitate these interactions, financial support is requested to support

conference management tasks, audio-visual and other equipment rental costs for oral and poster presentations, and costs associated with awards presented for achievements in the field. Additionally, travel support is requested for panelists invited to participate in a discussion of achievements in Ocean Optics over the last 50 years, and U.S.-based graduate students.

Current or Pending Support

Current (Grant: 80NSSC20K0984)

Source and amount of funding

National Aeronautics and Space Administration (NASA), \$199,596

Percentage effort devoted to each project

3.5 months

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Laura Lorenzoni, Mary W Jackson NASA Headquarters Building, Science Mission Directorate, Earth Science Division, Mail Suite 3Y35, 300 Hidden Figures Way SW, Washington, D.C. 20546-0001, Telephone: +1 202 358-0917, laura.lorenzoni@nasa.gov

Administrative/business contact (name, address, phone/fax, electronic mail address)

NASA Shared Services Center, Building 1111, Jerry Hlass Road, Stennis Space Center, MS 39529, NSSC-ContactCenter@nasa.gov, Phone Number: 877-677-2123

Period of performance

04/2020 -12/2022

State how projects are related to the proposed effort and indicate degree of overlap

This project is another activity managed by The Oceanography Society. It is not directly related to the proposed work and does not overlap.

6. Title of Proposal

Ocean Optics XXV Conference Support

Summary

The Ocean Optics XXV Conference will be held from October 2-7, 2022, at the International Centre for Interdisciplinary Science and Education in Quy Nhon, Vietnam. This event brings together oceanographers, marine ecologists, limnologists, optical engineers, marine resource managers, and policy professionals to discuss the science of optics across all aquatic environments, research, and applications. The grant supports travel costs for the Jerlov Award recipient (presented for significant achievements in ocean optics), the president of The

Oceanography Society and the Executive Director (both involved in the award presentation). Funds also support the abstract management software subscription, facility rental and user costs.

Current or Pending Support

Current (Grant: N00014-20-1-2354)

Source and amount of funding

Office of Naval Research (ONR), \$37,699

Percentage effort devoted to each project

0.1 of one month

Identity of prime Offeror and complete list of subwards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Reginald Beach, Office of Naval Research, Ocean Atmosphere & Space Research Division, 875 N. Randolph Street, Arlington, VA 22203 reginald.beach@navy.mil

Administrative/business contact (name, address, phone/fax, electronic mail address)

ONR REG Office Boston, Code NG2879, 495 Summer Street, Room 627, Boston, MA 02210, tel: 617-753-4004, email: onr_boston@navy.mil

Period of performance

05/18/2020 – 11/30/2022

State how projects are related to the proposed effort and indicate degree of overlap

This project is another activity managed by The Oceanography Society. It is not directly related to the proposed work and does not overlap.

7. Title of Proposal

Special issue of Oceanography: Building Diversity, Equity, and Inclusion in the Ocean Sciences

Summary

The Oceanography Society (TOS) proposes to publish a special issue of the open-access journal *Oceanography* on “Building Diversity, Equity, and Inclusion in the Ocean Sciences” that highlights the successes and lessons learned from agency-supported programs and initiatives focused on increasing the number of scholars from underrepresented and marginalized groups who choose the ocean sciences for their careers.

Current or Pending Support

Pending

Source and amount of funding

National Science Foundation (NSF), \$30,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Lisa Rom, National Science Foundation, 2415 Eisenhower Avenue, Alexandria, Virginia 22314, elrom@nsf.gov, (703) 292-7792

Administrative/business contact (name, address, phone/fax, electronic mail address)

Angela Turner, Division of Grants and Agreements, National Science Foundation, 2415 Eisenhower Avenue, Alexandria, Virginia 22314, aturner@nsf.gov, 703-292-7524

Period of performance

2/1/23 – 1/31/24

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of Oceanography magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

8. Title of Proposal

Special issue of Oceanography: Building Diversity, Equity, and Inclusion in the Ocean Sciences

Summary

The Oceanography Society (TOS) proposes to publish a special issue of the open-access journal *Oceanography* on “Building Diversity, Equity, and Inclusion in the Ocean Sciences” that highlights the successes and lessons learned from agency-supported programs and initiatives focused on increasing the number of scholars from underrepresented and marginalized groups who choose the ocean sciences for their careers.

Current or Pending Support

Pending

Source and amount of funding

National Aeronautics and Space Administration (NASA), \$25,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subwards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Nadya Vinogradova-Shiffer, Mary W Jackson NASA Headquarters Building, 300 Hidden, Figures Way SW, Washington, D.C. 20546-0001, nadya@nasa.gov

Administrative/business contact (name, address, phone/fax, electronic mail address)

NASA Shared Services Center, Building 1111, Jerry Hlass Road, Stennis Space Center, MS 39529, NSSC-ContactCenter@nasa.gov, Phone Number: 877-677-2123

Period of performance

10/1/22 – 9/30/23

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of Oceanography magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

9. Title of Proposal

Special issue of Oceanography: Building Diversity, Equity, and Inclusion in the Ocean Sciences

Summary

The Oceanography Society (TOS) and the Associated Sciences for Limnology and The Oceanography Society (TOS) proposes to publish a special issue of the open-access journal Oceanography on “Building Diversity, Equity, and Inclusion in the Ocean Sciences” that highlights the successes and lessons learned from agency-supported programs and initiatives focused on increasing the number of scholars from underrepresented and marginalized groups who choose the ocean sciences for their careers.

Current or Pending Support

Pending (this proposal)

Source and amount of funding

Office of Naval Research (ONR), \$25,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subwards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Emily Shroyer, Office of Naval Research, 875 N. Randolph Street, Arlington, VA 22203, emily.l.shroyer.civ@us.navy.mil

Administrative/business contact (name, address, phone/fax, electronic mail address)

ONR REG Office Boston, Code NG2879, 495 Summer Street, Room 627, Boston, MA 02210,
tel: 617-753-4004, email: onr_boston@navy.mil

Period of performance

7/15/22 – 9/30/23

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of Oceanography magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

10. Title of Proposal

Special issue of Oceanography: Building Diversity, Equity, and Inclusion in the Ocean Sciences

Summary

The Oceanography Society (TOS) and the Associated Sciences for Limnology and The Oceanography Society (TOS) proposes to publish a special issue of the open-access journal Oceanography on “Building Diversity, Equity, and Inclusion in the Ocean Sciences” that highlights the successes and lessons learned from agency-supported programs and initiatives focused on increasing the number of scholars from underrepresented and marginalized groups who choose the ocean sciences for their careers.

Current or Pending Support

Current (Award # N/A)

Source and amount of funding

National Oceanic and Atmospheric Administration (NOAA), \$25,000

Percentage effort devoted to each project

0.01 of one month

Identity of prime Offeror and complete list of subawards, if applicable

The Oceanography Society (no subawards)

Technical contact (name, address, phone/fax, electronic mail address)

Claudia Martinez; National Oceanic and Atmospheric Administration, 1401 Constitution Avenue, NW, Washington, DC. catalina.martinez@noaa.gov

Administrative/business contact (name, address, phone/fax, electronic mail address)

Tillman M. Peck, COR, National Oceanic and Atmospheric Administration, 1401 Constitution Avenue, NW, Washington, DC tillman.m.peck@noaa.gov, 301-713-0500

Period of performance

9/30/21 - 9/29/22

State how projects are related to the proposed effort and indicate degree of overlap

This project is one issue of Oceanography magazine. While it is related to the proposed project (since it is one publication in the series), there is no overlap.

F. Principal Investigator Qualifications**Jennifer Ramarui**

Biographical Sketch

PROFESSIONAL PREPARATION

University of California, Los Angeles, B.A. 1984

Geography - Analysis and Conservation of Ecosystems

APPOINTMENTS

2000 – present	Executive Director, The Oceanography Society
1988 – 2000	Program Assistant, Joint Oceanographic Institutions
1986 – 1988	Assistant to the Editor, American Journal of Cardiology

PUBLICATIONS

Most closely related to proposed project:

<https://tos.org/oceanography/issue/volume-34-issue-01>
<https://tos.org/oceanography/issue/volume-33-issue-04>
<https://tos.org/oceanography/issue/volume-33-issue-03>
<https://tos.org/oceanography/issue/volume-33-issue-02>
<https://tos.org/oceanography/issue/volume-33-issue-01>
<https://tos.org/oceanography/issue/volume-32-issue-04>
<https://tos.org/oceanography/issue/volume-32-issue-03>
<https://tos.org/oceanography/issue/volume-32-issue-02>
<https://tos.org/oceanography/issue/volume-32-issue-01>

SYNERGISTIC ACTIVITIES

Ms. Ramarui has served on the planning committee for the Ocean Optics Conference since 2000 and in 2013 she assumed responsibility as Conference Coordinator. In this capacity she manages logistics and planning committee activities for this biennial event (see <https://oceanopticsconference.org>)

Ms. Ramarui has also served on the Planning Committee for the biennial Ocean Sciences Meeting since 2006. In this capacity, she helps guide the planning of conference activities and

has assisted in the development and implementation of programs such as the student mentoring program, and networking events where early career participants meet with program managers from federal agencies.

G. Responsibility

1. Describe how you have adequate resources or the ability to obtain such resources as required to complete the activities proposed.

In addition to the qualifications that the PI, Jennifer Ramarui, will bring to this award, a well-experienced editorial team comprised of an Editor-in-Chief, Assistant Editor and Graphic Designer / Webmaster will be working with Ms. Ramarui. The Editor-in-Chief will liaison with authors to resolve any major technical, editorial or graphics issues. She will provide quality control review for each manuscript prior to printing of the final proof and as well as review of the final proof for each manuscript. Additionally, she will provide a final review of the special issue before printing.

The Assistant Editor will copy edit each manuscript and will review the references for accuracy and completeness. She will serve as the liaison with the authors to request additional information as needed.

The Graphic Designer / Webmaster will provide expertise in the review of all manuscript graphics and will layout the graphics and approved text into the design software. She will also review the final proof of the issue before the printing process begins.

2. Describe how you have the ability to comply with the grant conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.

The Oceanography Society (TOS) is aware of the importance of compliance with Federal regulations that support a strong financial and administrative infrastructure. TOS has a Grant/Contract Administrator, well versed in Federal regulations, who reviews our policies and procedures for financial integrity and conformance to current Federal standards. An extensive review has been conducted with TOS staff of the Uniform Guidance, Research Terms and Conditions and other Federal pre and post award guidance. TOS has implemented internal controls for both governmental and non-governmental clients that are documented in more than twenty written policies and procedures. These policies address the following areas and are available for further review upon request.

- Corporate/governance/management
- Accounting and Financial Management
- Travel
- Procurement
- Asset / Equipment Management
- Award Management
- Subaward Selection and Monitoring
- Discrimination and Harassment

- Professional Ethics, Integrity and Conduct, and Guidelines on Implementation

3. Describe your performance history; specifically, your record in managing Federal awards and the extent to which any previously awarded amounts will be expended prior to future awards.

In the last thirty four years, while a small organization, TOS has received and managed hundreds of thousands of dollars in funding, not only from the Federal government, but from private sources as well. In our experience we have never been cited for mismanagement of funds and continue to receive audited financial statements without findings.

All awards are set up and tracked separately in our accounting system. Our general ledger tracks revenue and expense by award to produce financial reports both at the project as well as at the organizational level. Any unexpended funds from concurrent projects are attributed to the appropriate award and are expended within the terms and conditions of the respective award.

4. Describe your record of integrity and business ethics.

TOS has enjoyed a reputation for integrity and good business ethics in their field. We have never been cited with any claims for misconduct in the areas of integrity, ethics or financial management in the history of our company.

In December 2018, the TOS Council adopted a comprehensive [*Policy on Professional Integrity, Ethics, and Conduct, and Guidelines on Implementation*](#). This policy includes establishment of a standing Ethics Committee responsible for investigating reported cases of alleged scientific misconduct by TOS members, attendees at TOS conferences, and other TOS-related activities. The Ethics Committee makes recommendations to the TOS Council and also works with Council on other matters relating to ethics.

5. Describe qualifications and eligibility to receive an award under applicable laws and regulations.

As mentioned above in #2, TOS is in compliance with Federal grant regulations and continues to monitor its conformity to current requirements. The policies and procedures are well-documented in our Operations Manual and are reviewed and updated as necessary. In addition, TOS meets the technical requirements as stated in #1 above to perform under the terms of this award.

6. Describe your organization, experience, accounting, and operational controls and technical skills, or the ability to obtain them (including as appropriate such elements as property control systems, quality assurance measures, and safety programs applicable to the efforts to be performed).

About TOS:

TOS is a professional society founded in 1988 to advance oceanographic research, technology, and education, and to disseminate knowledge of oceanography and its application through research and education. TOS promotes the broad understanding of oceanography, facilitates

consensus building across all the disciplines of the field, and informs the public about ocean research, innovative technology, and educational opportunities throughout the spectrum of oceanographic inquiry.

Technical Skills:

TOS has been publishing *Oceanography* since 1988 and is uniquely qualified to carry out the goals of this proposal. The publication of *Oceanography* is an efficient and cost-effective process. It benefits from the expertise of a team of experienced consultants well respected in the community through their work on *Oceanography* for over fifteen years, as well as from their work on publications produced for other organizations in the ocean and earth science community.

Accounting and Operational Controls:

Financial integrity is maintained through internal controls with responsibilities well-delineated among the President, Executive Director, Treasurer, Accountant, PI and Grant and Contracts Administrator. These are documented in our various written policies and procedures and are summarized in the table below.

Application of Internal Controls

Proposal Preparation

Task	Responsible Party	Action
Preparation of technical proposal	PI	Drafts proposal in collaboration with project team members
Budget preparation	PI	Drafts budget; determines cost reasonableness and allocability of proposed expenses
	Accountant	Verifies that all costs are allowable in accordance with 2 CFR Part 200.420-475
	Contract Administrator	Provides guidance as necessary on federal regulations pertaining to the allowability, allocability and reasonableness of costs
Submission	PI and Accountant	Reviews and approves final draft before submission

	Contract Administrator	Reviews final draft to ensure that all proposal requirements have been met for submission; provides guidance on certifications and assurances that TOS will be agreeing to upon submission
	Executive Director	Reviews final draft prior to submission
	President	Reviews and approves final draft for submission
	AOR	Submits proposal

Award Management

Task	Responsible Party	Action
Review and acceptance of award terms and conditions	Contract Administrator	Convenes meeting with project team (PI, Accountant, ED), to review all terms and conditions of the award
	PI	Reviews award budget, award deliverables and any special reporting requirements
	Accountant	Reviews approved budget; establishes new award (project) in accounting system
Technical management of the award	PI	Oversees that the project stays on track; prepares all technical reporting requirements and submits to award agency
Financial management and tracking	PI and Treasurer	Reviews and approves all invoices pertaining to the award (The Treasurer approves all expenses > \$500.)

	Accountant	Sets up budget for tracking and monitoring expenses in accounting system; enters all approved expenses; provides budget reports to PI, ED and funding agencies as required
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Additional financial controls are provided by the Treasurer to include:

- Review and approval of the monthly bank statements and bank reconciliation reports provided by the Accountant;
- Review of all invoices on a bi-annual basis;
- In consultation with the Accountant and the Executive Director (ED), presentation of financial reports to the Council;
- Review and approval of all expenses > \$5.00 incurred by the ED that are to be personally reimbursed;
- Review and approval of all expenditures >\$500, and
- Co-signing all checks for reimbursement to the ED and for those > \$500.

Our accounting system segregates and tracks revenue and expense by project, as well as the costs associated with General and Administrative expenses. Financial reports are generated on a monthly and as-needed basis. While payroll is recorded internally through timesheets, we use a third-party payroll processor to calculate taxes, make direct deposits into employee's accounts and file all required forms with appropriate agencies.

H. Data Management Plan

No data will be collected as part of the work supported by this award, therefore a data management plan has not been included.

I. Facilities & Equipment

The Oceanography Society (TOS) has been publishing *Oceanography* since 1988 and is uniquely qualified to carry out the goals of this proposal. The publication of *Oceanography* is an efficient and cost-effective process which benefits from the expertise of a team of experienced consultants well respected in the community through their work on *Oceanography* for over ten years, as well as from their work on publications produced for other organizations in the ocean and earth science community.